

**TUESDAY, JULY 18, 2023**

Pursuant to law, the Board of Commissioners met on Tuesday, July 18, 2023 at 9:00 a.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

PRESENT: Margaret Batzer, Jeff Dontz, Karen Goodman, Eric Gustad, and Janice McCarner

ABSENT: Nikki Koons (zoom) and Richard Schmidt

**APPROVE MEETING AGENDA**

Moved by McCarner, seconded by Batzer to approve the Meeting Agenda.

Motion Carried

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**CONSENT AGENDA**

Moved by McCarner, seconded by Goodman to approve the Consent Agenda which includes the minutes of the June 20, 2023 Board meeting and July 2023 monthly appropriations and fund transfers.

YEAS: 5 Batzer, Dontz, Goodman, Gustad, McCarner

YAYS: 0 None

ABSENT: 2 Koons, Schmidt

Motion Carried

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**PUBLIC COMMENT**

Representative John Roth addressed the board.

**RECOGNITION & ANNOUNCEMENTS**

None.

**TUESDAY, JULY 18, 2023**

**TREASURER’S REPORT – RACHEL NELSON, MANISTEE COUNTY TREASURER**

Rachel Nelson presented the Quarterly Investment Update and the Landbank Update.

**WAYS & MEANS COMMITTEE MINUTES/JULY 12, 2023**

Margaret Batzer presented the Ways & Means Committee Minutes of July 12, 2023.

**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for June 1, 2023 through June 30, 2023 and a summary of the On-Demand checks for their review and approval. The totals are as follows:

**MANISTEE COUNTY  
WAYS & MEANS REPORT**

<b>FUND #</b>	<b>FUND NAME</b>	<b>06/01/2023 THRU 06/30/2023</b>	<b>ON DEMAND &amp; ACH PAYMENTS</b>	<b>TOTAL</b>
101	GENERAL FUND	\$ 298,375.41	498.31	\$ 298,873.72
102	BUDGET STABILIZATION FUND			\$ -
201	COUNTY ROAD FUND			\$ -
208	PARK/RECREATION FUND-TRAILS			\$ -
213	AIS GRANT FUND			\$ -
214	BEAR LAKE IMPROVEMENT FUND			\$ -
215	FRIEND OF THE COURT FUND			\$ -
216	DEPARTMENT CONTINGENCY FUND			\$ -
217	LOCAL REVENUE SHARING GRANT FUND			\$ -
225	RECYCLING FUND	\$ 11,357.33		\$ 11,357.33
232	MANISTEE COUNTY DIVE EQUIPMENT FUND			\$ -
233	SHERIFF DEPT. FORFIET ASSETS FUND			\$ -
234	FAMILY COUNSELING SERVICES FUND			\$ -
235	MEDICAL SUPPORT INCENTIVE FUND			\$ -
236	MAINTENANCE OF EFFORT FUND	\$ 7,680.94		\$ 7,680.94
237	HOMELAND SECURITY GRANT FUND			\$ -
238	LAND BANK AUTHORITY FUND			\$ -
239	US FISH & WILDLIFE GRANT			\$ -
242	BROWNFIELD REDEVELOPMENT-JOSLIN COVE			\$ -
243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND			\$ -
245	OHSP GRANT FUNDS			\$ -
251	CAPITAL IMPROVEMENT FUND	\$ 77,296.50		\$ 77,296.50
252	PRE AUDIT FUND			\$ -
253	REMOUMENTATION FUND			\$ -
256	REGISTER OF DEEDS AUTOMATION FUND	\$ 32,207.99		\$ 32,207.99
260	INDIGENT DEFENSE FUND	\$ 5,226.74		\$ 5,226.74
263	CONCEALED PISTOL LICENSING FUND	\$ 537.60		\$ 537.60
266	LAW ENFORCEMENT TRAINING FUND			\$ -
269	LAW LIBRARY FUND	\$ 2,255.50		\$ 2,255.50

**TUESDAY, JULY 18, 2023**

272	COMMUNITY CORRECTIONS - 511	\$	520.83		\$	520.83
277	AIR PHOTO FUND				\$	
280	HEALTH INSURANCE FUND	\$	173,962.86	1,988.14	\$	175,951.00
283	LAND BANK FUND	\$	1,162.50		\$	1,162.50
292	CHILD CARE FUND	\$	11,628.34		\$	11,628.34
293	SOLDIERS & SAILORS RELIEF FUND	\$	1,001.26		\$	1,001.26
295	AIRPORT AUTHORITY FUND	\$	39,755.94		\$	39,755.94
296	JUVENILE JUSTICE FUND	\$	4,333.00		\$	4,333.00
297	COMPENSATED SERVICES FUND			134,218.08	\$	134,218.08
299	UNEMPLOYMENT FUND				\$	
369	BUILDING AUTHORITY FUND				\$	
481	AIRPORT CAPITAL IMPROVEMENT FUND	\$	17,210.32		\$	17,210.32
516	DELINQUENT TAX FUND	\$	687.50		\$	687.50
620	FORECLOSURE FUND	\$	149.65		\$	149.65
701	TRUST AND AGENCY FUND	\$	5,237.55		\$	5,237.55
737	OPEB TRUST FUND	\$	21,266.50	224.24	\$	21,490.74
801	DRAIN FUND				\$	

<b>TOTALS</b> (Includes 2 accounts payable runs; on demand checks)	\$	711,854.26	136,928.77	<b>\$848,783.03</b>
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**TOTAL PAYROLL FOR 06/01/23 THRU 06/30/23**

<b>(includes 2 payrolls)</b>	<b><u>\$587,069.05</u></b>
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**Employee Separation Payouts**

Carol Shively  
Allison Glossinger  
Connie Krusniak

<b>GRAND TOTAL</b>	<b><u>\$1,435,852.08</u></b>
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Moved by Batzer, seconded by Gustad to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,435,852.08 and that the same be placed on file.

YEAS:	5	Dontz, Goodman, Gustad, McCraner, Batzer
NAYS:	0	None
ABSENT:	2	Koons, Schmidt

Motion Carried

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**TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (CRP)**  
**CONTRACT AGREEMENT**

**TUESDAY, JULY 18, 2023**

Moved by Batzer, seconded by Gustad to approve the Title IV-D Cooperative Reimbursement Program (CRP) Contract Agreement – 2024; between Michigan Department of Health and Human Services and Manistee County.

YEAS:           5       Goodman, Gustad, McCraner, Batzer, Dontz  
NAYS:           0       None  
ABSENT:        2       Koons, Schmidt

Motion Carried

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**PURCHASE OF TEK84 FULL BODY SCANNER FOR THE  
MANISTEE COUNTY JAIL**

Moved by Batzer, seconded by Gustad to approve of the purchase of a Tek84 Full Body Scanner for the Manistee County Jail; to be paid for from unallocated ARPA funds of \$85,166.67.

YEAS:           5       Gustad, McCraner, Batzer, Dontz, Goodman  
NAYS:           0       None  
ABSENT:        2       Koons, Schmidt

Motion Carried

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**MMRMA REIMBURSEMENT GRANT TOWARDS THE PURCHASE OF TEK84  
FULL BODY SCANNER FOR THE MANISTEE COUNTY JAIL**

Moved by Batzer, seconded by Gustad to approve of \$46,333.330 be used from the MMRMA Reimbursement Grant towards the purchase of TEK84 Full Body Scanner for the Manistee County Jail.

YEAS:           5       McCraner, Batzer, Dontz, Goodman, Gustad  
NAYS:           0       None  
ABSENT:        2       Koons, Schmidt

Motion Carried

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**TUESDAY, JULY 18, 2023**

**PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME**

Moved by Batzer, seconded by Gustad to approve payment for unused vacation and personal hours to Janice Jankowski, who retired from the Friend of the Court, effective June 20, 2023 = \$4,656.96; to be paid from the Employee Separation Fund.

YEAS:        5        McCraner, Batzer, Dontz, Goodman, Gustad  
NAYS:        0        None  
ABSENT:     2        Schmidt, Koons

Motion Carried

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Moved by Batzer, seconded by Gustad to approve payment for unused accumulated vacation and personal hours to James Johnson, who retired from the Manistee County Jail, effective June 30, 2023 = \$8,021.48; to be paid from the Employee Separation Fund.

YEAS:        5        Batzer, Dontz, Goodman, Gustad, McCraner  
NAYS:        0        None  
ABSENT:     2        Schmidt, Koons

Motion Carried

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**SELECTION OF OFFICER DELEGATE AND ALTERNATE  
FOR THE MERS ANNUAL CONFERENCE**

Moved by Batzer, seconded by Gustad to approve Julie Griffis, HR Generalist, as the Officer Delegate and Susan Zielinski, Finance Officer as alternate, to attend the Municipal Employees Retirement System (MERS) Annual Conference being held on September 28-29, 2023, at the Detroit Marriott Renaissance Center, Detroit, Michigan.

Motion Carried

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**TUESDAY, JULY 18, 2023**

Moved by Batzer, seconded by Gustad to approve the Ways and Means Committee minutes of July 12, 2023.

Motion Carried

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**BOARD /COMMISSION APPOINTMENT**

**MANISTEE COUNTY LAND BANK**

County Clerk received one applicant for the vacancy to serve an unexpired term which will begin immediately and expire on December 31, 2024. This vacancy will be filled by a person representing Development/Real Estate. The only applicant was Greg Carlson.

Moved by McCraner, seconded by Goodman to appoint Greg Carlson to the Manistee County Land Bank Authority.

- YEAS: 5 Dontz, Goodman, Gustad, McCraner, Batzer
- NAYS: 0 None
- ABSENT: 2 Koons, Schmidt

Motion Carried

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**911 AUTHORITY**

Appoint MMR Representative to the 911 Authority to replace Amy Fairchild. The recommendation comes from the 911 Authority to appoint Danny Mosholder.

Moved by Goodman, seconded by McCraner to appoint Danny Mosholder to the 911 Authority Board.

- YEAS: 5 Goodman, Gustad, McCraner, Batzer, Dontz
- NAYS: 0 None
- ABSENT: 2 Koons, Schmidt

Motion Carried

**TUESDAY, JULY 18, 2023**

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**VETERANS SERVICES**

To appoint the Veterans Services Director and Veterans Services Officer. UVC Motioned to make Rick Rowe the Director of the VA Office.

Moved by McCraner, seconded by Gustad to appoint Rick Rowe as Director of the VA Office.

YEAS:        5        Gustad, McCraner, Batzer, Dontz, Goodman  
NAYS:        0        None  
ABSENT:     2        Koons, Schmidt

Motion Carried

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Moved by Gustad, seconded by McCraner to appoint George Scott as Veterans Services Officer.

YEAS:        5        McCraner, Batzer, Dontz, Goodman, Gustad  
NAYS:        0        None  
ABSENT:     2        Koons, Schmidt

Motion Carried

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**POLICY COMMITTEE MINUTES/JUNE 27, 2023**

Karen Goodman presented the Policy Committee Minutes of June 27, 2023.

**MOTION TO RECOMMEND APPROVAL OF THE UPDATED MANISTEE COUNTY  
CONTINGENCY FUNDS POLICY**

Moved by Goodman, seconded by McCraner to Update the Manistee County Contingency Funds Policy.

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YEAS:           5       McCraner, Batzer, Dontz, Goodman, Gustad  
YAYS:           0       None  
ABSENT:        2       Schmidt, Koons

Motion Carried

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Moved by Goodman, seconded by Batzer to approve the Policy Committee minutes of June 27, 2023.

Motion Carried

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**GREEN TEAM COMMITTEE MINUTES/JUNE 22, 2023**

Margaret Batzer presented the Green Team Committee minutes of June 22, 2023.  
No Action Items. P.A. 69 Recycling Update.

Moved by Batzer, seconded by Gustad to approve the Green Team Committee meeting minutes of June 22, 2023.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**LETTER FROM THE RECREATION COMMISSION**

The board of commissioners received a letter regarding a member of the recreation commission having missed a total of 5 meetings. The Manistee County Clerk’s Office shall advertise for opening.

Moved by Batzer, seconded by Gustad to remove Bryan Dunlop from the County Parks and Recreation Commission due to lack of attendance.

YEAS:           5       Batzer, Dontz, Goodman, Gustad, McCraner  
NAYS:           0       None  
ABSENT:        2       Schmidt, Koons



**TUESDAY, JULY 18, 2023**

**INTRODUCTION OF FY 23/24 BUDGET**

Lisa Sagala gave preliminary information for the 2023/2024 budget and is awaiting insurance renewals information.

**PUBLIC COMMENT**

Representative Jon Bumstead addressed the board.

Adjourn at the Call of the Chair at 10:53 a.m.

/s/ Melissa Bjorkquist Chief Deputy Clerk  
Melissa Bjorkquist